MUNIS Self Services

Welcome, to West Lafayette Self Service

City of West Lafayette

Employee Self Service (ESS)

Employee Pay Stub Viewing

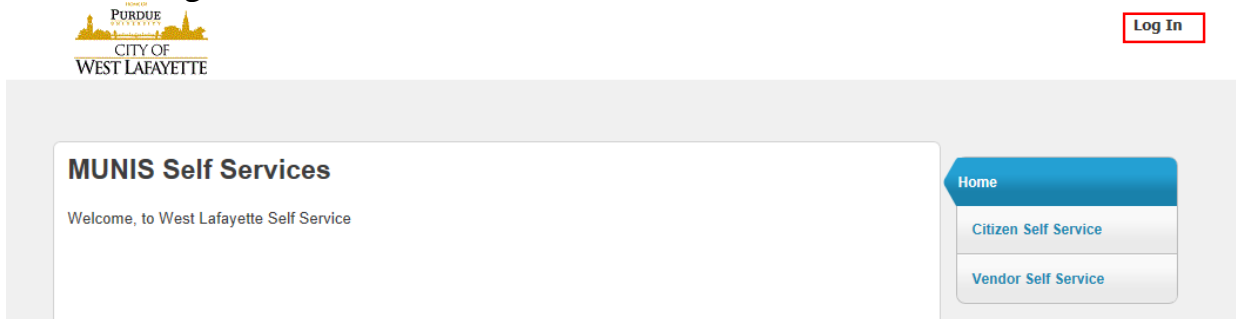# City of West Lafayette
Employee Self Service (ESS)

From work (City server): http://13ttew1/MSS/

From home: https://selfserve.wl.in.gov/mss

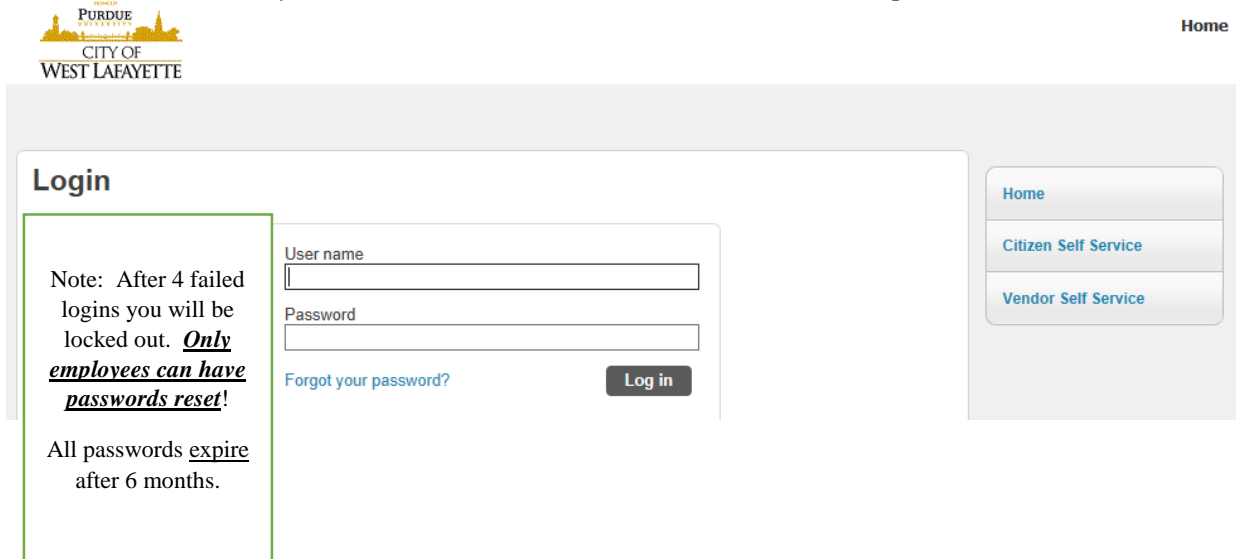*It is important to use Internet Explorer for ESS*
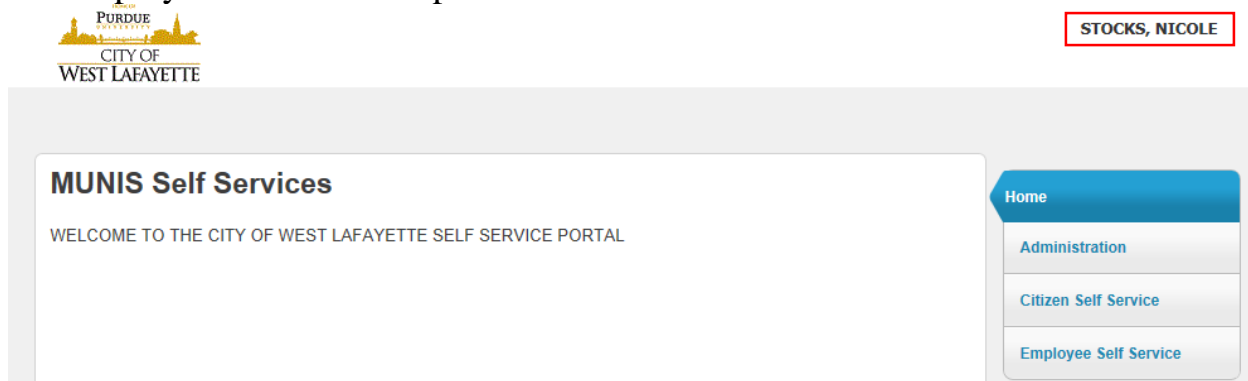
Logging In

1. Click on Log In

2. Your User name will be your Employee Number, your First Initial and Last Name. Example: 1768JDOE (Employee Number 1768, Employee Name John Doe)
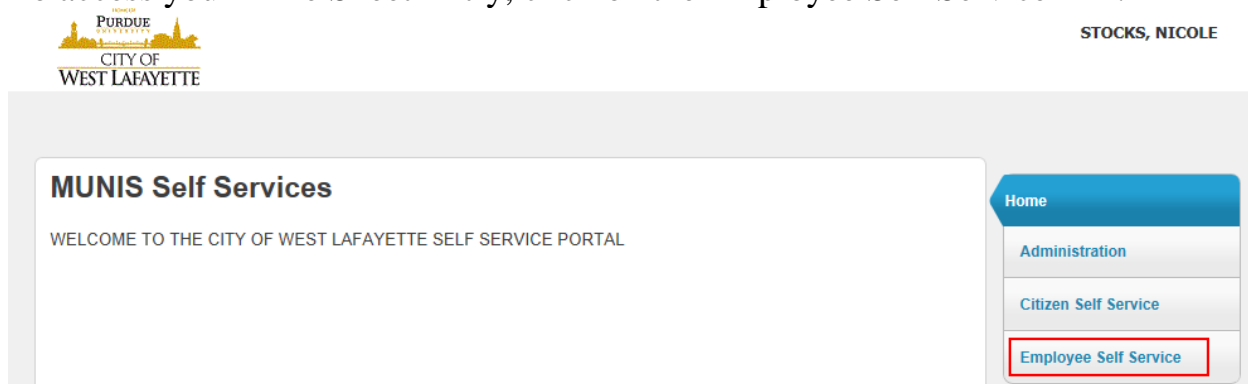
> *The first time you log in your password will be the LAST 4 DIGITS of YOUR SSN. Permanent passwords must be a minimum length of 7 and contain at least, 1 Upper Case, 1 Lower Case, 1 Numeric Value and 1 Symbol. User Name is NOT case sensitive, BUT passwords ARE.*

Note: After 4 failed logins you will be locked out. *Only employees can have passwords reset*!

All passwords expire after 6 months.

3. Once logged in you name will appear in the top right corner of the screen and you will also see the Employee Self Service option on the menu.

4. To access your Time Sheet Entry, click on the Employee Self Service link.

5. You will be taken to your personal payroll information screen as seen below.

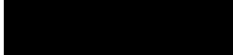## Welcome to Employee Self Service

Announcements

Welcome to Employee Self Serve (ESS). All sick balances on ESS have been updated from those reflected on the 10/3/2014 pay stubs.

Personal information   [View profile]

STOCKS, NICOLE A

███████████

Phone
HOME PHONE: **Email**
:   Email: nstocks@westlafayette.in.gov

Time off   [Request time off]

Available time   Requested Taken

	Available		Total
VACATION	22.50		67.25
SICK	236.05		281.80
PERSONAL	15.00		22.50
COMP	0.00		0.00

◀ J F M A M J J A S O N D ▶
2014

Paychecks   [Show paycheck amounts]

Click on the picture of the
Camera to view your pay stub.

Last Paycheck: 10/3/2014   Previous paychecks   **Tools**
                                                               Paycheck simulator
Year to date   10/3/2014   ██████ Details 📷   View last year's W2
                                                               Change your W4

Home

Employee Self Service

Certifications

Pay/Tax Information

Personal Information

Time Off

Time Sheet

Important Reminders:

- Always use Internet Explorer.
- ESS can be accessed anywhere there is an internet connection.

If you have any questions regarding ESS contact Nicole Stocks by email at nstocks@westlafayette.in.gov or by phone 775-5158.